

22 October 1953

OPM 20-645-6
PERSONNEL DETECTOR MEMORANDUM NO. 85-53

SUBJECT: Advance Notification of Return to Duty

1. The following procedure is established to alert the Security Office to the anticipated return to duty of employees absent on annual and/or sick leave or leave without pay for three months or more.

Connelly R, PAD, per 37-51
2. The Employee Services Division will remind each employee processing for extended leave that he should contact the Security Office prior to leaving pursuant to CIA Regulation [REDACTED]. In addition, the Division will inform each such employee that he will be expected to inform the Personnel Office of the approximate date of his return to duty at least 30 days in advance. The employee will be given a notice incorporating the following statement:

You are expected to inform the Agency by mail, telephone, or telegram of the approximate date you will return to duty at least 30 days prior to the date of return. Please address this communication to the Personnel Office (Attention: [REDACTED])

3. Upon receipt of such notification the Processing and Records Division will prepare Form 37-104, Request for Security Clearance, in quadruplicate, indicating the following information:

Name and date of birth.

Remarks: Subject has informed the Personnel Office he/she will return to duty from extended leave on or about _____ date _____.

Form 37-104 will be distributed as follows:

Security Office - original

Placement and Utilization Division - copy

Employee Services Division - copy

Official Personnel Folder - copy, attached to communication from the employee, if any.

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4. In the absence of notification to the contrary from the Security Office the individual will be returned to duty as he/she reports on the agreed date.



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GEORGE E. MELOON
Personnel Director

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